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Chief, Contact Division, 00

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Acting Chief. Finance Division

Emergency Fundalli

1. A review of Contact Field Office Financial Reports reveals the necessity for a written procedure governing the use of "Emergency Fund Disbursements". For example:

(a) In December 1952, many and a support	25X1A6a
proper request of the Logistics Office, advanced \$250 from their emergency fund to	25X1A9a
that area as a travel advance. A copy of Logistic's	
office) was intended for the Finance Division, but our	
Registry Log fails to reveal test same reached this	

separated from the Agency after his return

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accounting) and made no mention of having obtained the \$250 from He was then "cleared" by the Finance Division and is presently on his way to We are attempting to contact him through Military

25X1A6a Channels regarding this indebtedness.

claim was in error.

DEPLASSIFICATION ACTION

to Washington, D. C. (prior to receipt of

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In April 1953. the sum of \$59.92 for travel expenses incurred during the period 31 Parch to 3 April 1953. A duplicate claim for the same trip was submitted by ORR and paid by Finance Division in Washington, D. C. the duplicate check, and an investigation revealed that during that period performed for OHR, OSI, and the Contact Division, and the submission of a duplicate

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There is no criticism on the part of the Contact Office, as action taken was in accordance with proper instructions. On the contrary, we would like to take this opportunity to state our appreciation of the manner in which the Administrative Staff of the Contact Division handles financial matters. Our dealings with the Field Administrative Officers during Washington confer<u>ences have been mo</u>st pleasant, and we wish to extend our gratitude to

25X1A9a for excellent supervision of her staff. We are confident that much of the administrative burden which is prevalent in the servicing of any operation Revers to Relegite Finan Division due to

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3. In order to prevent a recurrence of these cases, it is believed that a written procedure governing the distursements from the emergency funds located at your field offices should be formalized, and you will find attached hereto such a procedure. It is suggested that this procedure be published to each of your field offices maintaining an "Emergency Fund".

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Acting Chief, Finance Division

FD/FPB/EK/har

Attachment

